



**USAID**  
FROM THE AMERICAN PEOPLE

TRANSMITTED VIA EMAIL

[56712-54334864@requests.muckrock.com](mailto:56712-54334864@requests.muckrock.com)

Ms. Emma Best  
MuckRock News  
411A Highland Ave  
Somerville, MA 02144

Re: Referral for Direct Reply - Final Response  
NARA Tracking No. NGC18-367  
USAID FOIA Request No. F-00011-19

Dear Ms. Best:

This is the final response to your July 2, 2018 Freedom of Information Act (FOIA) request to the National Archives and Records Administration (NARA). NARA referred your request for direct reply to the United States Agency for International Development (USAID) on October 22, 2018. You requested copies of all drafted, submitted or received SF-716 forms (<https://www.archives.gov/files/isoo/security-forms/sf716.pdf>) produced from January 1, 2001 through December 31, 2017. SF-716 forms are filed annually and may also be identified as Agency Security Classification Costs Estimates.

For your information, Congress excluded three (3) discrete categories of law enforcement and national security records from the FOIA. See 5 U.S.C. § 552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all of our requesters and should not be construed as an indication that excluded records do, or do not, exist.

USAID received our SF-716's from years 2001 - 2016 (43 pages) which were referred to us by the NARA. We conducted a review of these records and have determined that 28 pages of the records are releasable in their entirety and 15 pages are partially releasable pursuant to Title 5 U.S.C. § 552(b)(6).

FOIA Exemption 6 exempts from disclosure information about individuals in personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private

interest you may have in that information does not factor into the aforementioned balancing test. Within the records, we withheld the signatures of USAID employees.

If you require any further assistance or would like to discuss any aspect of your request, you may contact Jermaine Cathcart, the assigned FOIA Specialist by phone on (202) 712-4186 or at [jcathcart@usaid.gov](mailto:jcathcart@usaid.gov). You may also contact USAID's FOIA Public Liaison, Claire Ehmann, at [foia@usaid.gov](mailto:foia@usaid.gov).

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services offered:

Office of Government Information Services  
National Records and Archives Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
E-mail: [ogis@nara.gov](mailto:ogis@nara.gov)  
Telephone: (202) 741-5770; toll free at 1-877-684-6448  
Fax: (202) 741-5769

You have the right to appeal this final response. Your appeal must be received by USAID no later than 90 days from the date of this letter. In order for it to be considered an official appeal, please address and send directly to the FOIA Appeal Officer:

Director, Office of Management Services  
U.S. Agency for International Development  
1300 Pennsylvania Avenue, NW  
Ronald Reagan Building, Room 2.12.010  
Washington, DC 20523

If you wish to fax your appeal, the fax number is (202) 216-3369. Both the appeal and envelope should be marked "FOIA APPEAL." Please include your tracking number F-00011-19 your letter.

There is no charge for this FOIA request. As this concludes the processing of your request, it will be closed.

Thank you for your interest in USAID.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Landford/gor".

Claire Ehmann  
FOIA Public Liaison  
Bureau for Management  
Office of Management Services  
Information and Records Division

Enclosures: Responsive Records (43 pages)